

Minutes: Leesburg Planning Commission January 17, 2002

The Leesburg Planning Commission met on Thursday, January 17, 2002 at 7:00 p.m. in the Council Chambers at 25 West Market Street, Leesburg, VA. Staff members present for the meeting were Randy Hodgson, Nancy Kitchens, Nick Colonna, Mac Willingham and Jennifer Moore.

CALL TO ORDER:

The meeting was called to order at 7:05 p.m.

ROLL CALL:

Present: Vice-Chairman Cable
Commissioner Minchew
Commissioner Werner
Commissioner Zawacki
Commissioner Kennedy
Councilmember Umstattd

Absent: Chairman Cliff Vaughan
Commissioner Schonberger

ADOPTION OF MINUTES:

Commissioner Kennedy made a motion to adopt the minutes of December 20, 2001 and January 3, 2002 as written.

Motion: Kennedy
Second: Minchew
Carried: 5-0

Vice-Chairman Cable asked that the Planning Commission look at the e-mail from the Mayor to the Commission Clerk regarding abbreviated minutes. She noted that the Mayor, Town Attorney and Town Manager believe that there is a need for abbreviated minutes and have requested that the Commission adhere to the Town's policy.

REMARKS BY PETITIONERS

None

PUBLIC HEARINGS:

None

SUBDIVISION AND LAND DEVELOPMENT:

**MIDDLEBURG BANK AT LEESBURG CORNER PREMIUM OUTLETS
FINAL DEVELOPMENT PLAN – Nick Colonna, Senior Planner**

Mr. Colonna gave a brief report to the Commission for this application.

Commissioner Kennedy made a motion to approve the application as submitted.

Motion: Kennedy
Second: Minchew
Carried: 5-0

ZONING:

None

COMPREHENSIVE PLANNING:

UPDATE OF 1997 TOWN PLAN – Randy Hodgson, Chief of Comprehensive Planning.

Mr. Hodgson stated that he had placed a staff report for this item into the Commission's packets. Mr. Hodgson went over the staff report with the Commission.

Commissioner Kennedy asked how the Planning Commission could be more proactive to see that the staff receives the resources that it needs to complete the update of the Town Plan.

Commissioner Werner stated that at the Council meeting where this issue was brought up, the Mayor stated that she would need reasons from the staff and the Commission as to why they feel the additional staff is needed. She stated that two areas came to mind, the updated of the Town Plan and the Citizens Planning Academy.

The Commission decided to ask staff to draft a resolution and requested that the Chairman make a presentation at the Town Council meeting on January 23, 2002.

Commissioner Zawacki suggested that the Commission prepare a calendar for the update of the Town Plan.

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The Commission also discussed sector plans and how to proceed with having them done.

Commissioner Kennedy made a motion to express in a resolution the Commission's desire to have monies appropriated for manpower necessary to carry out the 2002 update of the 1997 Comprehensive Plan and also to fulfill the Commission's goal of providing for a Citizen's Planning Academy presentation for residents.

Motion: Kennedy
Second: Werner
Carried: 5-0

PREVIEW STAFF REPORT, SE 2001-10, LOT 4, Nancy Kitchens, Senior Planner

Ms. Kitchens gave a preview for this application to the Commission.

Ms. Linda Unkefer, representative for the applicant came forward to answer questions from the Commission.

PREVIEW STAFF REPORT, SE 2001-09, LOT 11, Nancy Kitchens, Senior Planner

Ms. Kitchens gave a preview for this application to the Commission.

COUNCIL REPRESENTATIVE'S REPORT:

None

STAFF AND COMMITTEE REPORTS:

Commissioner Werner stated that she had attended a Traffic Commission meeting. She stated that they would be taking a trip to Arlington to visit traffic circles that seem to be working in other areas.

Commissioner Werner also spoke of several safety issues that the Commission is looking at as well.

OLD AND NEW BUSINESS:

Commissioner Zawacki asked about item number 9 on the Council agenda, which refers to the Planning Commission meetings being televised by Adelphia Cable. Commissioner Werner stated that it was her understanding that the Council was to decide if the Planning Commission meetings would be broadcast. She stated that it

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was her understanding that if the Council moves forward with this the Commission could have its meetings televised as early as February of this year.

Commissioner Werner gave a little information on where the Commission is in planning the Citizen's Planning Academy.

Vice Chairman Cable stated that Chairman Vaughan made a presentation to the Council on the Commission's annual report. She stated that he did an outstanding job.

Commissioner Kennedy stated that he is not convinced that it is in the Town's best interest to have abbreviated minutes and would like the Town Manager or Town Attorney come before the Commission and discuss this issue.

ADJOURNMENT:

There being no further business the meeting adjourned at 8:42 p.m.

PREPARED BY:

APPROVED BY:

Jennifer Moore, Commission Clerk

Cliff Vaughan, Chairman